

## **REQUEST FOR CITY SPONSORSHIP OR CO-SPONSORSHIP OF EVENT**

Use of city equipment and personnel is limited to events approved by the City. City fees may be waived in whole or in part for city sponsored or co-sponsored events. Complete this form if you are requesting a waiver of fees and costs. Please allow two weeks for the processing of your request.

Name of Event \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Proposed Date \_\_\_\_\_ Time \_\_\_\_\_

Location of Event \_\_\_\_\_

Will admission be charged? ☐ Yes ☐ No If yes, how much? \_\_\_\_\_

Are you asking that alcohol be served? ☐ Yes ☐ No

Which department of city government will be the sponsor or co-sponsor your event?

\_\_\_\_\_

City Contact \_\_\_\_\_

If you have not been working with a city department, why should the City be a co-sponsor of your event?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Does your organization file a Form 990? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please note that the City has the right to request this form and may request it from your organization.  
If no, please continue and complete the information below.

### **Financial Information Request for Organizations Not Submitting Form 990**

What is the Purpose of the organization? \_\_\_\_\_

Total of all Contributions and Grants received in previous 12 months: \$ \_\_\_\_\_

Total of all Expenses in previous 12 months: \$ \_\_\_\_\_

How are funds used? \_\_\_\_\_

List Payments made to Individuals in previous 12 months (list top three)

1. Name \_\_\_\_\_ Amount: \$ \_\_\_\_\_

2. Name \_\_\_\_\_ Amount: \$ \_\_\_\_\_

3. Name \_\_\_\_\_ Amount: \$ \_\_\_\_\_

INTERNAL USE ONLY

☐ Approved ☐ Not Approved

City Official \_\_\_\_\_